



August 25, 2015

Firefighter Applicant:

The Civil Service Entrance Examination for the position of Firefighter in the Temple Fire Department is scheduled for 8:00 a.m. CST on Saturday, September 26, 2015, at the Temple College Pavilion, 2600 South First Street, in Temple. Please plan to arrive no later than 7:30 a.m. for check-in and seating as the instructions and testing begin promptly at 8:00 a.m. No one, for any reason, is allowed into the test area after 8:00 a.m. - according to the test administrator's time. Applicants must bring one picture ID to the testing.

WHO CAN TAKE THE EXAMINATION: (1) Must be a United States citizen; (2) must be at least eighteen (18)* years old and not more than thirty-six (36)* years old (and cannot have reached their 36th birthday by the time the Director certifies the applicant as eligible for a beginning position (an applicant is certified as eligible when the applicant passes the written examination and the physical assessment test); (3) never been convicted of a felony offense; (4) of good character and reputation; (5) must have a high school diploma or GED; (6) possess a valid Texas Driver's License; (7) must be able to proficiently read, write and fluently speak the English language; and (8) meet all the requirements of the Texas Commission on Fire Protection for licensing firefighters.

Applicants who possess an *Honorable Discharge* from a branch of the Armed Forces of the United States, and score a **PASSING** grade on the entrance examination will receive an additional five (5) points on their final grade. To receive the five (5) points you must turn in a DD214 Member 4 form with your registration for the written exam OR present it at the time of the examination.

Any person requesting an accommodation under the Americans with Disability Act in taking the entrance exam must request in writing and present the documentation to the Director of Civil Service at least three weeks prior to the closing date for registration.

The testing process will last until approximately 12:00 noon, with the Physical Assessment Test following the written test for those who received a passing score. Please review the attached course information and special instructions and be prepared to stay for the required time. Applicants passing the written test and the physical assessment test will be notified by letter at a later date of their position on the eligibility roster. If you have any questions, please contact Chief Randles or Captain Jonathan Christian at (254) 298-5682 or the City of Temple Human Resources Department at (254) 298-5650.

Denny Hainley, Acting Director of Civil Service

23.01 AUTOMATIC DISQUALIFICATION. The conditions, circumstances or history described in this subsection will result in the automatic disqualification of an applicant.

a. Felonies.

1. evidence of the commission of a felony offense within ten (10) years of the entrance exam;
2. conviction of any felony offense;
3. ever been or currently on court ordered community supervision or probation for any criminal offense classified as a felony under the Texas Penal code; or
4. currently under indictment for any criminal offense.

b. Misdemeanors.

1. conviction or pending charge for any Class B misdemeanor within ten (10) years prior to the date of the entrance exam; or
2. currently on court ordered community supervision or probation for a Class B misdemeanor or having been on court ordered community supervision or probation for a Class B misdemeanor within ten (10) years prior to the date of the entrance exam; or
3. conviction of a Class A misdemeanor; or
4. currently, or ever been, on court ordered community supervision or probation for any criminal offense classified as a Class A misdemeanor under the Texas Penal Code; or
5. conviction or pending charge involving moral turpitude below a Class B misdemeanor in the five (5) years prior to the taking of the entrance exam, including:

Class C Misdemeanors

Disorderly conduct (exposing, peeping) PC§39.02
Theft by public servant PC§31.03
Theft under \$50.00

EXCEPTION:

The Chief of Police may elect as outlined in TCOLE Rule 217.1(a)(6)(B) to make application to TCOLE requesting an applicant waiver.

c. Offenses involving driving while intoxicated or under the influence of alcoholic beverage or other intoxicant.

1. having a conviction, probation or court ordered community supervision for a Class B DUI (DWI or DUID) within ten (10) years prior to the date of the entrance exam;

2. ever having been convicted, placed on probation or court ordered community supervision for a DUI (DWI or DUID) that is a Class A misdemeanor or greater; or
3. being charged with, on probation/parole, court ordered community supervision or under indictment for DUI on the date of the test or prior to being offered a position.

d. Probation or parole status.

1. current probation or parole status for any criminal offense on the date of the entrance exam or prior to being offered a position;
2. conviction of a crime and subsequently placed on probation (including deferred adjudication) on the date of the entrance exam or prior to being offered a position; or
3. having been pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence.

e. Use of narcotics or controlled substance.

1. within the five (5) years preceding the date of the written exam, having illegally used any controlled substance or dangerous drug that would be classified as a misdemeanor violation under the Texas Penal Code, e.g. marijuana under 4 oz., improper use of any prescription drug; or
 - a) **Exception:** at least two (2) years preceding the date of the written exam, a **one time "experimentation use"** of any illegal controlled substance or dangerous drug classified as a misdemeanor under the Texas Penal Code; or
2. within the ten (10) years preceding the date of the written exam, having used any controlled substance or dangerous drug that would be classified as a Felony violation under the Texas Penal Code, e.g. cocaine, ecstasy, etc; or
 - a) **Exception:** at least five (5) years preceding the date of the written exam, a **one time "experimentation use"** of any illegal controlled substance or dangerous drug classified as a Felony under the Texas Penal Code; or
3. conviction of any Class B misdemeanor within ten (10) years of the entrance exam; or
4. currently on court ordered community supervision or probation for any Class B misdemeanor or having been on court order

community supervision or probation for any Class B misdemeanor within ten (10) years of the entrance exam; or

5. convicted for any Class A misdemeanor; or
6. ever have been or currently on court ordered community supervision or probation for any criminal offense classified as a Class A misdemeanor under the Texas Penal Code; or
7. having ever illegally furnished any controlled substance to another, e.g., selling, delivering, or giving.

f. Military history.

1. discharge from military service with any discharge less than honorable or an honorable discharge with any condition or conditions that are less than honorable.

g. Theft.

1. conviction of, pleading "no contest" to, or receiving deferred adjudication for a theft offense that would result in an offense no greater than a Class C misdemeanor, committed within five (5) years prior to the date of the entrance exam, will in result in disqualification for a five (5) year period from the date of the offense; or

h. Driving record.

1. evidence of four (4) or more traffic citations for moving violations within the five (5) years preceding employment, three (3) or more moving violations within the two (2) years preceding employment, two (2) or more moving violations within the preceding twelve (12) month period resulting in conviction. Evidence of traffic violations includes, but is not limited to: convictions, "no contest" pleas, dismissal for defensive driving purposes, receiving deferred adjudication and any current charges; or
2. evidence of two (2) or more traffic accidents where he/she has been determined to be at fault within the preceding three (3) years; or
3. evidence of conviction of or experienced some combination of moving traffic violations or at fault accidents of three (3) or more within the preceding three (3) years; or
4. during the five (5) year period preceding employment a driver's license suspension or revocation for any reason, except a one time violation of any one of the sections listed below, will result in the

disqualification from testing for a period of five (5) years from the last day of the suspension or revocation periods. A **one time violation** of any **one** of the sections listed below will result in a two (2) year disqualification from the last day of the suspension or revocation period.

- a) Texas Alcoholic Beverage Code Section 106.02 (Purchase by Minor)
- b) Texas Alcoholic Beverage Code Section 106.025 (Attempt to Purchase by Minor)
- c) Texas Alcoholic Beverage Code Section 106.04 (Consumption by Minor)
- d) Texas Alcoholic Beverage Code Section 106.05 (Possession by Minor)
- e) Texas Alcoholic Beverage Code Section 106.07 (Misrepresent Age by Minor)
- f) Texas Health and Safety Code Section 161.252 (Tobacco Violations by Minor)
- g) Texas Penal Code 49.02 (Public Intoxication by Minor)
- h) Driver Surcharge Violation for No Insurance Violation
- i) Driver Surcharge Violation for No Driver's License Violation
- j) Failure to Appear on a Citation Violation

i. Unsatisfactory prior service.

- 1. employees who are indefinitely suspended, or who resign while not in good standing (employees who resign during a suspension, or who resign to avoid, or in lieu of, a suspension or investigation are deemed not to be in good standing).

j. Failure to file application and necessary paperwork.

- 1. fails to make application in the manner prescribed in the notice of examination or fails to file the application with the Director within the time limits prescribed in the notice of examination; or
- 2. fails to return the background information packet to the Director within the time limits set by the Director.
 - a) conviction or pending charges involving domestic violence.
 - b) is found to be in arrears in court ordered child support obligations.
 - c) prior disqualification for employment by the Temple Police Department.

- 1) applicant was disqualified for employment by the department at least two (2) times during the previous twenty-four (24) months.
- 2) applicant not eligible for employment consideration by the department for three (3) years from the date of the last disqualification.

Fails to meet any of the minimum requirements expressed in these rules or the regulation of the Texas Commission on Law Enforcement Standards and Education or the Texas Commission on Fire Protection

GENERAL INFORMATION

Applicants must be at least 18 years of age but not yet 36 years of age. Applicants must be a High School graduate or have a G.E.D. Applicants who pass the written examination AND who wish to be considered for appointment as a Firefighter are also required to pass:

Physical Assessment Test * (see details below)**

Background Investigation

Oral Interview Board

Polygraph Examination (will cover application disclosures, truthfulness, and drug usage)

Medical Exam and Drug Screen (vision, hearing and musculoskeletal exam)

Psychological Test

22.01 Physical Assessment Test (PAT). Testing will be conducted at a designated location by the Fire Chief or his designee with a Human Resources Department representative present. Applicants will wear athletic clothing and shoes, a weighted vest with 50 lbs of weight distributed to simulate firefighting gear and SCBA a provided helmet and a provided pair of gloves. To be considered for employment, applicants must pass all parts of the fitness testing in a continuous manner in the maximum allowable time of five minutes and 29 seconds (5:29) or less

Station #1

Hose Drag

Applicant will drag a simulated charged hoseline for a distance of ninety (90) feet. The simulator will consist of ten (10) feet of uncharged hoseline linked to a weighted sled box. The box will contain approximately ninety-five (95) pounds of weight to simulate the weight of three (3) sections of charged 1 ¾-inch hoseline and the associated force/weight of friction on an asphalt surface (a total pull force of 65 pounds). Applicant will drag the simulator for ninety (90) feet until both feet cross over the target line.

Station #2

After completing Station #1, the proctor will lead applicant to a marked square measuring five (5) feet by five (5) feet. The proctor will place the end of a fifty (50) foot section of uncharged hoseline just inside the marked square. Applicant will reel in the same simulator that the applicant dragged in Station #1. Applicant must remain inside the marked square at all times. The exercise will end once all fifty (50) feet of hoseline has been reeled in and the leading edge of the sled box crosses over the front edge of the marked box. Applicant may use any method to reel the hoseline in as long as the applicant remains inside the marked square throughout the exercise and does not become entangled in the hoseline.

The applicant will proceed directly to Station #3 –

Ladder Heal

Applicant will raise a twenty-four (24) foot extension ladder by 'walking it up' using a hand-over-hand technique. Applicant will then lower the ladder in the reverse manner. Applicant will secure the ladder to the ground using a pivot system that will keep the base of the ladder in place. Applicant will secure the upper portion of the ladder using a belay system that will control the ladder from falling should the applicant lose control. Applicant must 'walk' the ladder all the way to a vertical position and all the way back down to the ground using the rungs of the ladder. Applicant must not drop the ladder or grasp the rails of the ladder at any time during the exercise.

The applicant will proceed directly to Station #4 –

Forcible Entry

This activity simulates forcible entry scenarios on the fireground such as penetrating a locked door. Applicant will use a ten (10) pound sledge hammer to strike a 'sled target' located three (3) feet off of the ground. Applicant will strike the target the number of times necessary to move the sled a distance of twelve (12) inches. Applicant must remain on the designated platform at all times while completing this station.

The applicant will proceed directly to Station #5 –

Equipment Carry

Applicant will dismount a simulated gas-powered positive pressure ventilation (PPV) fan weighing approximately forty-five (45) pounds from a mounting platform; carry the fan to a cone marking fifty (50) feet, circle the cone, walk fifty (50) feet back to the mounting platform and remount the fan onto the platform. The fan must be carried at all times while the applicant is moving, but may be set down at any time to allow the applicant to rest. The fan must be completely remounted within the compartment to complete this station.

The applicant will proceed directly to Station #6 –

Stair Climb

Applicant will climb up and back down a set of stairs equivalent to a two (2) conventional flights of stairs, or stories. Applicant will carry a 'high-rise pack' containing two (2) sections of bundled 1 ¾-inch hoseline weighing approximately forty-two (42) pounds. The stair prop consists of a platform supported by two (2) sets of four (4) stairs with railings on both sides that may be used for support.

Applicant will be required to complete seven (7) repetitions in order to complete this station. A single repetition involves climbing up the four (4) stairs and then climbing down the other side of the simulator. The hosepack may be carried in any manner that is comfortable but must be carried, not dragged, at all times. No skipping of stairs will be allowed. Should a stair be skipped, the proctor will require the applicant to go back and step on the skipped stair to complete the repetition.

The applicant will proceed directly to Station #7

Dummy Drag

Applicant will drag a human form dummy weighing, with clothing, one hundred sixty-five (165) pounds, (weight of dummy and clothing). Applicant will drag the dummy twenty-five (25) feet, circle a weighted barrel, and the return twenty-five (25) feet to cross the starting point, for a total distance of fifty (50) feet. In order to complete this station, both the applicant and the dummy must completely cross the finish line.

Applicant will drag the dummy by using the pull harness attached to the dummy ONLY. Dragging the dummy by any limb, lifting under the dummy's arms, holding onto the dummy's clothing, or carrying the dummy are not acceptable methods of completing this station.

The applicant will proceed directly to Station #8

Breach and Pull

Applicant will demonstrate the physical ability to breach and pull a ceiling with a pike pole by performing breach and pull motions using a ceiling simulator. Applicant will position a pike pole in a target diamond on the breach portion of the simulator and, pushing against sixty (60) pounds of resistance, completely open the breach-side hatch door. Applicant will perform three (3) consecutive push repetitions.

Applicant will then hook the pike pole into a metal ring on the simulator and pull with eighty (80) pounds of force to pull the hatch door completely down. Applicant will perform five (5) consecutive pull repetitions.

One set of three (3) push repetitions followed by five (5) pull repetitions will constitute one (1) push/pull cycle. Applicant will complete four (4) push/pull cycles. The proctor will count out your repetitions and provide instructions to ensure compliance. This station involves a highly specific simulator. It is recommended that applicants closely observe the operation of this simulator prior to beginning the test.

SCORING

The PAT is a timed test. Any candidate that completes the course in **5 minutes and 29 seconds** (5:29) or less will pass this stage of the selection process. There is no advantage in seeking to complete the test in a time significantly lower than the allotted time.

If any of the eight (8) events are not completed, or if the applicant does not complete all events in the maximum allowable time, the applicant will be disqualified.

Applicant Special Instructions

1. Wear loose fitted clothing appropriate for the described activities.
2. Footwear should be athletic shoes.

3. Prior to performing the test, the instructors will explain and demonstrate the course listed above. It is expected that the applicant will be able to comprehend and follow these instructions.

4. **It is recommended that the applicant bring water and a towel.**

THE ELIGIBILITY LIST is established following the written test and work fitness testing. The list is valid for ONE (1) YEAR unless it is otherwise exhausted. Applicants who are not certified are required to complete a **SATISFACTORY PROBATIONARY PERIOD of 18 months** before their appointment becomes permanent.

RESIDENCY REQUIREMENT: Applicant must be able to RESPOND to a civil emergency within a **FORTY-FIVE (45) MINUTE TRAVEL RESPONSE TIME** as a condition of employment.

NO TOBACCO USE REQUIREMENT: As a condition of employment, all entry level officers hired after November 18, 1996, shall not use any tobacco products at any time while employed by the City of Temple, both on or off duty. Firefighters who use tobacco products will be subject to discipline, up to and including termination, for violating this policy. Applicant must agree not to use tobacco products of any kind both on and off duty while a firefighter with Temple Fire and Rescue.

PHYSICAL ASSESSMENT TEST: As a condition of employment, all firefighters hired after November 18, 1996, must agree to take and pass an annual Physical Assessment test on a date established by the Temple Fire and Rescue. The test is similar the same as the Physical Assessment Test described above.

HOW TO APPLY: Obtain a registration form: www.templetx.gov

City of Temple Human Resources Department
Municipal Building, Suite 209
2 North Main
Temple, Texas 76501

The "Registration to take Civil Service Exam" can be faxed, mailed or emailed; **HOWEVER**, the registration form must be in the Human Resources Department by the posted deadline and **NOT** just postmarked on that date.

Any questions about qualifications or requirements may be directed to the City of Temple Human Resources Department at (254) 298-5650 or Temple Fire and Rescue at (254) 298-5628.

THE CITY OF TEMPLE IS AN EQUAL OPPORTUNITY EMPLOYER

To all Fire Applicants:

Thank you for registering for the civil service exam for the Temple Fire Department. There is usually a question whether there is a study guide available for the exam being administered. Although there is not a study guide to the specific test, there is an overall study guide available through the website listed below. The study guide is 44-pages of information regarding any of the entry level tests provided by IPMA and includes a 25-question practice test with full explanations for the answers. The price for the study guide is \$20.00 plus postage. If you are interested in obtaining this study guide, please use the following link to fill out a short questionnaire and complete your order.

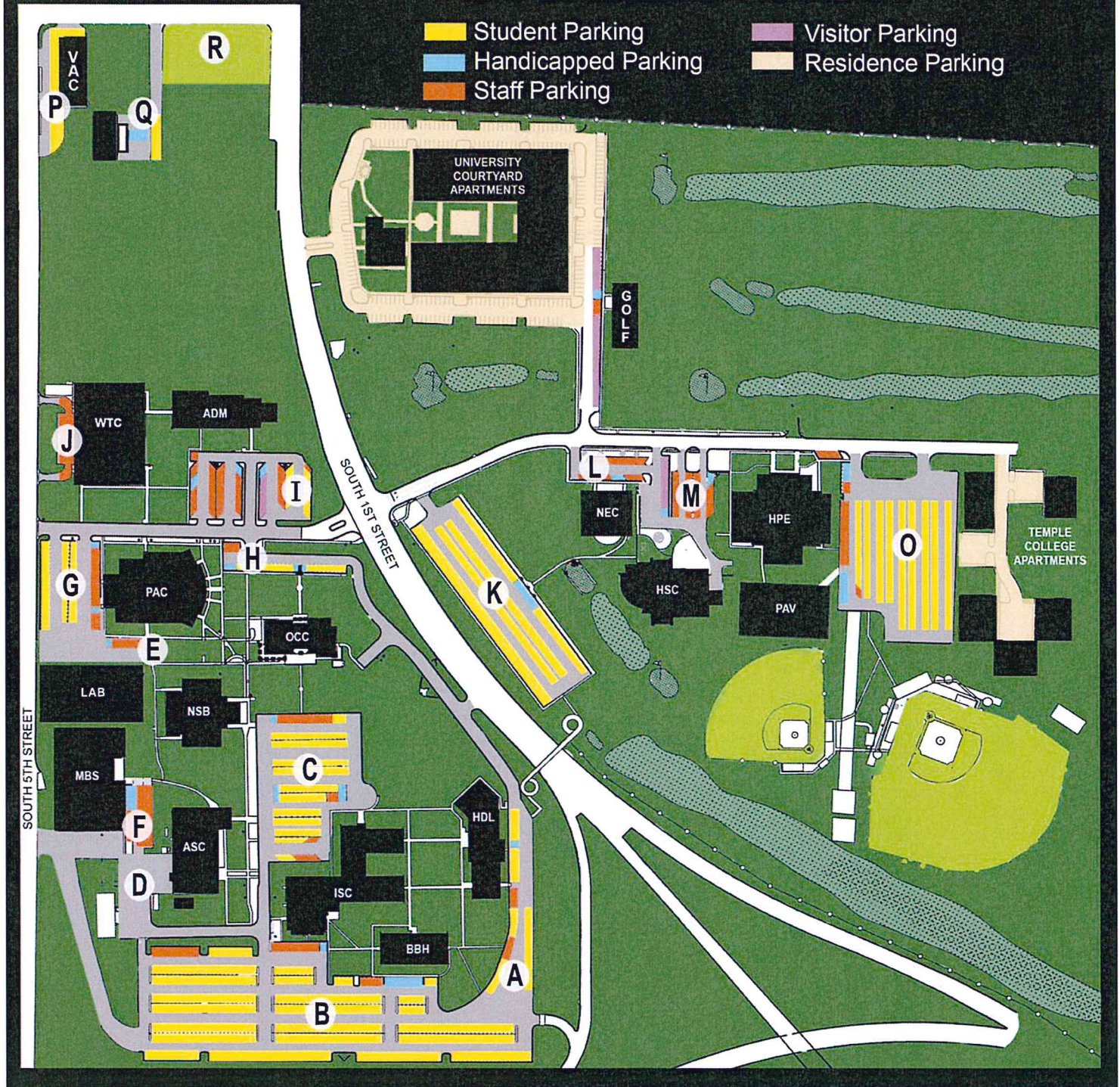
<http://publicsafetycompass.com/study>

Sincerely,

HR Department

Please park in the parking lot represented by "O" on the map.
The test will be taken in the building marked "PAV" on the map.

TEMPLE COLLEGE PARKING MAP





**City of Temple Registration Form To Take Civil Service Exam For
Firefighter**

Applicant Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

This form must be completed and **RECEIVED** in the Human Resources Department, 2 North Main, Suite 209, Temple, TX 76501, **no later than 5:00 P.M. CST on Thursday, September 24, 2015.** We are not responsible for late delivery of mail and the registration will not be accepted if it arrives after the deadline. Forms may be submitted by mail, fax (254)298-5253, or email - humanresources@templetx.gov

“In the event that two or more applicants make identical total final grades, the order of their rank on the eligibility list shall be determined using the following procedures:

- a. raw score on the written test;
- b. date application turned in to the H.R. Office, with the earliest date of receipt taking priority;
- c. the time the application is turned in to the H.R. Office, with the earliest time of day taking priority.”

“Rules and Regulations of the Temple Fire Fighters’ and Police Officers’ Civil Service Commission”

Any person requesting an accommodation under the Americans with Disability Act in taking the entrance exam must request the accommodation in writing and present the documentation to the Director of Civil Service at least three weeks prior to the closing date for registration.

The City of Temple does not discriminate on the basis of race color, national origin, sex, religion, age or disability in employment.

The Equal Employment Opportunity Commission (EEOC) requires employers to maintain specific statistical data and report to them bi-annually. The questionnaire below allows us to gather part of that information as well as information for analyzing advertising return on investment. Please fully complete the questionnaire and return it with your application. This information will not be used in the employment process.

Name _____ Date _____
(Last First Middle)

City in which you reside _____

Birthday ____/____/____

Check one:

____ Male

____ Female

Title of job applied for Firefighter

Check Highest Level of education
you have completed:

Check one:

____ G.E.D

____ High School graduate

____ Associates Degree

____ Bachelor's Degree

____ Master's Degree

____ Doctoral Degree

____ White

____ Black or African American

____ Hispanic

____ Asian or Pacific Islander

____ American Indian or Alaskan Native

How did you learn about this job?

____ Civil Service Announcement

____ Fort Hood Sentinel

____ Temple Daily Telegram

____ Killeen Daily Herald

____ Other Newspaper _____

____ Gov't TV Channel (Time Warner Cable channel 10)

____ City of Temple Internet Website

____ City's "notify me" e-mail

____ City Employee

____ TX Workforce Commission

____ Walk in

____ Other _____

Thank you